

For additional information regarding the Information Resource Use Agreement Policy, please visit:

<https://www.in.gov/iot/IRUA.htm>

To request a screen reader version of the online content, please email INSPD Learning & Development at SPDTraining@spd.in.gov

Logging into ELM:

Navigate to https://www.in.gov/core/info_employees.html & select PeopleSoft Learning Management (ELM)



To access the online training, it is important to turn off your pop-up blockers.

Enter your **User ID** and **Password** into the appropriate field.

- A user ID is comprised of the first letter of the first name (use a capital letter) plus the last six digits of the PeopleSoft ID number.
- Learners may use their network password, also known as their computer login, as their PeopleSoft password.

If you do not know your PeopleSoft ID number, please contact your supervisor or HR staff for assistance.

If you do not know your account password, please contact the IOT Helpdesk: 1-800-382-1095



Locating & Completing the IRUA Training

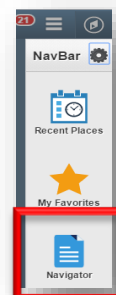
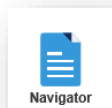
You have been automatically enrolled into the computer based training:

- **Information Resource Use Agreement 2019 (IOT_2019_IRUA)**

1. Click on The Nav-Bar Icon located in the top right corner of the web-page

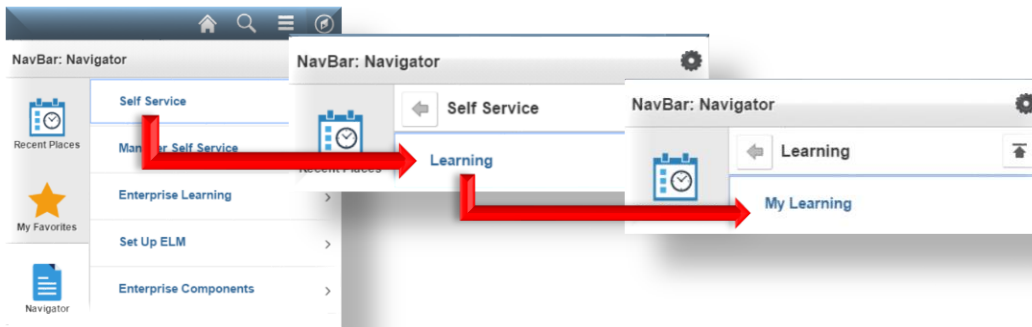


2. Select Navigator



If you have any questions pertaining to this information, please contact INSPD Learning & Development: SPDTraining@spd.in.gov

3. Select Self Service → Learning → My Learning



From here, you can view all of your trainings. You can alphabetize the trainings by title, or arrange by type, status or date by clicking the links at the top of the training listing.

Double click on the DATE header to view your most recent enrollments!

Information Resource Use Agreement 2019

Title	Type	Status	Date	Launch	Action	Print
Information Resource Use Agreement 2019	Computer-Based Training	Enrolled	08/20/2019		Drop	

4. Locate the class in the My Learning section and select the launch icon.

Title	Type	Status	Date	Launch	Action	Print
Information Resource Use Agreement 2019	Computer-Based Training	Enrolled	08/20/2019		Drop	

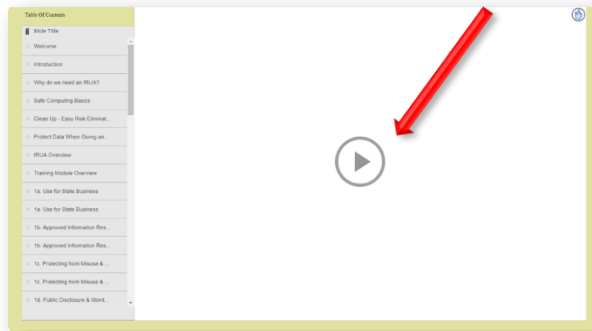
5. On the next page, click the Launch link.

Component Name: Information Resource Use Agreement 2019 Type: Web-based
Class: Information Resource Use Agreement 2019 Duration: --

Table Of Contents			
Title	Status	Score	
IRUA Training 2019	Not Attempted		Launch

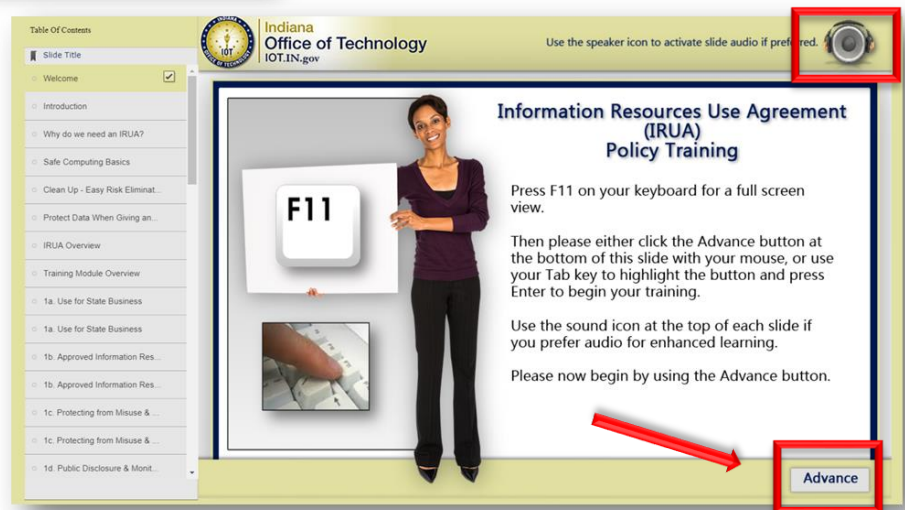
[Return To Class Progress](#)

6. Click the arrow in the middle of the training window for the course to advance to the first slide.

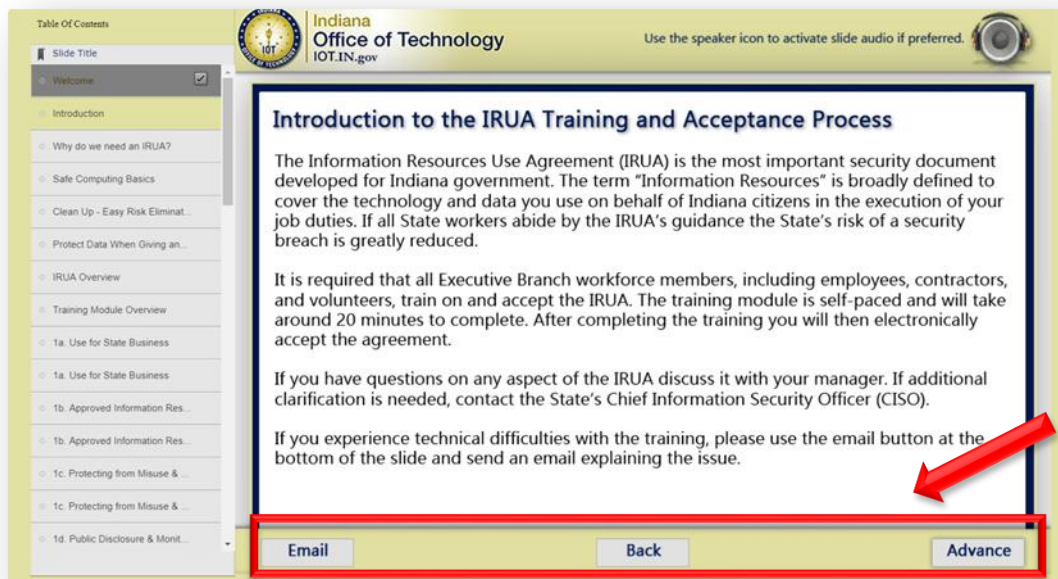


7. Audio is available by clicking on the speaker button in the upper right hand corner of the screen, **but it is not required to complete the training.**

8. This training will need to be advanced by the learner using the **Advance** button in the lower right hand corner of the screen.



9. Learners may use the **Back** button to review any of the training content or use the **Email** button for any questions or issues.



10. Once you complete the training and read through the policy you will be asked to type “I agree” and hit **Submit**.

To complete the IRUA training, please read the statement below, type “I agree” in the text entry field, and then press Enter or use the submit button to accept.

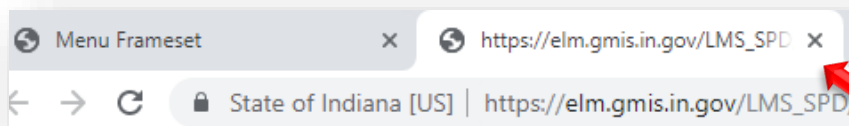
I agree to abide by the IRUA as a condition of being granted access to Information Resources and, if applicable, of my employment with the State of Indiana.

I agree

Type - I agree - in the text entry box above, then press Enter or use the submit button to sign your acceptance.

Submit

11. Once you have accepted the policy, you will need to close the training window.



12. Once the module is closed, the training will show **Not Attempted**.

Component Name:	Information Resource Use Agreement 2019	Type:	Web-based
Class:	Information Resource Use Agreement 2019	Duration:	--
Table Of Contents			
Title	Status	Score	
IRUA Training 2019	Not Attempted		Launch
Return To Class Progress			

13. Click **Return to Class Progress Page** and it will *then* show **Complete** and you may close out of ELM.

Class Syllabus
To receive credit for this class you must complete all required tasks.

1	Information Resource Use Agreement 2019	Re-Launch
Required	Web-based	
Progress	Completed	

Drop Recommend Learning